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**From:** Hebert, Suzana (EHS)  
**Sent:** Thursday, July 07, 2011 1:45 PM  
**To:** Allen, Dorothy (DPH); Amaral, AnnMarie (DPH); Anderson, Darryen (DPH); Asamoah, Obiri (DPH); Bain, Ian (DPH); Beacham, Karyn (DPH); Beck, Ann (DPH); Bonavita, Julia (DPH); Borne, Alan (DPH); Borne, Deborah (DPH); Calvagna, Patricia (DPH); Cambria, Marguerite (DPH); Carson, Susan (MED); Casaletto, Linda (DPH); Cavallari, Edward (DPH); Chadorowsky, Joe (DPH); Chu, Irene (DPH); Cleghorn, Maria (DPH); Clemons, Cyndi (DPH); Cochran, Jennifer (DPH); Conley, Diane (DPH); Consolo, Carolyn (DPH); Conz, Carol (DPH); Daley, Barbara (DPH); Danforth, Deborah (DPH); Davis, Pam (DPH); Day, Emile (DPH); Delgado, Marie (DPH); DiMartino, Paulette (DPH); Dinkins, Debra (DPH); Ditocco, Jill (DPH); Dooley, Jacqueline (DPH); Dorsey, Shirley (DPH); Drinkwater, Justine (DPH); Dyer, Sharon (DPH); Ferreira, Lisa (MED); Gangemi, Mary-Ann (DPH); Greenidge, Althea (DPH); Hanchett, James (DPH); Hankerson, Jacqueline (DPH); Hawthorne, Dean D (DPH); Hillery, Veronica (DPH); Hilton, Joyce (DPH); Jose, Maricel (DPH); Keddie, Andrea (DPH); Kurtis, Gerald (DPH); Lafontant, Latania (DPH); Lancto, Denise (DPH); Lynn, Joanne (DPH); McCollem, Tom (DPH); McCue, Terry (DPH); McGeown, Catherine (DPH); McLaughlin, Maryellen (DPH); McSheffery, Christina (DPH); Mendes, Marjorie (DPH); Muzhuthett, Paul (DPH); Nguyen, Elizabeth (DPH); O'Brien, Elisabeth (DPH); OConnell, Kathy (DPH); OConnor, Ron (DPH); Penrose, Kate (DPH); Prendergast, Tom (DPH); Purtell, Joe (DPH); Rao, Shyamala (DPH); Reeves, Vickie (DPH); Riley, Margaret (DPH); Sadowski, Jennifer (MED); Salem, Sharon (DPH); Saunders, Della (DPH); Saunders, Donna (EHS); Scimone, Christina (DPH); Sheils, Alanna (DPH); Small, Linda (DPH); Stanton, Louann (DPH); Sullivan, Julie (DPH); Tessier, Susan (DPH); Tyson, Julie (DPH); Walker, Patricia (DPH); Che-Wu, Kaye (DMH); Desai, Jyoti (DMH); Gelormini, Angelamaria (DMH); Hanley, Susan (DMH); Harrison, Deborah (DMH); Medugno, Roseann (DMH); Morganelli, Dianne (DMH); Touadjine, Melissa (DMH); Tran, Hanh (DMH); Wharen, Victoria (DMH); Berolini, Mike (HCF); LeBlanc, Bobbi (HCF); Romelus, Dova (HCF); Monska, Abigail (DMH)  
**Cc:** Chan-Lee, Yuen Fei (EHS); Cho, Shu Lain (EHS); Leung, Maria (EHS); Zeng, Ashley (EHS); Cormier, Carol (EHS)  
**Subject:** FW: Important information regarding the July 5, 2011 Use/Lose Program

Hi Everyone,  
I'm sending this as an FYI  
We received the below email from ITD regarding an error that occurred during the use/lose program on July 5<sup>th</sup>.  
The system error is only effects employees that had a use or lose balance.

Thanks  
Suzana

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**From:** Desk, CommonHelp (ITD) [<mailto:commonhelp.desk@state.ma.us>]  
**Sent:** Wednesday, July 06, 2011 1:46 PM  
**To:** List of people to receive HRCMS information.  
**Subject:** Important information regarding the July 5, 2011 Use/Lose Program

Good afternoon,

Please be advised that an error occurred in the Use/Lose extension program on July 5, 2011. As a result, vacation and personal leave balances on the pay advices and pay info to be issued July 8, 2011 are incorrect. Vacation and personal leave balances in HR/CMS are correct. Vacation and personal leave balances on time logs for pay period ending July 16, 2011 will be correct.

Pay advices issued July 22, 2011 will reflect correct vacation and personal leave balances. We apologize for the inconvenience.

Thank you,  
Leiba O'Garro  
Commonhelp Service Desk  
Commonwealth of Massachusetts  
Information Technology Division  
Ph: 866-888-2808  
Email: [Commonhelpservicedesk@massmail.state.ma.us](mailto:Commonhelpservicedesk@massmail.state.ma.us)

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